

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
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November 3, 1982

ALL-COUNTY INFORMATION NOTICE I-143-82

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INVITATION FOR BID (IFB-DSS-83-01) - STATEWIDE IHSS CASE
MANAGEMENT, INFORMATION, AND PAYROLLING SYSTEM

REFERENCE:

On October 8, 1982 IFB-DSS-83-01, was released to solicit bids for the development, implementation and operation of statewide In-Home Supportive Services (IHSS) Case Management, Information and Payrolling System. The state intends to contract for a maximum of sixty (60) months, or from the date of the contract award through June 30, 1988. The time schedule included in the bid has tentatively scheduled a Contract Award date of April 8, 1983 and an Installation (Ready-for-use) date of July 1, 1983.

The IFB contains specifications which will allow the State Department of Social Services to secure an IHSS Payrolling System similar to the current system and will also allow for system modifications that resulted from county and state comment and evaluation. The following is a brief description of the modifications that are expected to occur:

1. CHECKWRITE AND BANKING FUNCTION: Effective the date of implementation the State Controller's Office (SCO) and the State Treasurer's Office (STO) will perform the checkwrite and banking function for the IHSS Case Management, Information and Payrolling System. The SCO will be responsible for printing, signing, bursting, folding, inserting, presorting and mailing warrants. The SCO will also store and maintain all paid warrants. The STO will perform all the necessary bank functions required to process the IHSS warrants. The vendor, however, will still be responsible for all tax reporting requirements and issuance of W-2's as is presently done.

2. EXPANSION OF PAYMENT HISTORY LINES: Effective the date of implementation the current capacity of ten (10) payment history lines will be increased to twelve (12). The additional payment lines will be reflected on the Recipient and Provider Summary Screens and the Recipient/Provider Eligibility Report.
3. CONVERSION OF PAYROLLING SYSTEM INTO CASE MANAGEMENT, INFORMATION AND PAYROLLING SYSTEM: A conversion of the Payrolling System into a Case Management, Information and Payrolling System is expected to occur within twelve (12) months after the date of implementation. The purpose of the conversion is trifold: (1) to provide state and county staff with not only expenditure data but also data on the recipient's authorized level and types of services assessed by the county welfare department; (2) to produce and mail Notices of Action; and (3) to produce turnaround case-related documents. More specifically, information on cases, hours and dollars authorized for various services categories would be collected. Personal data, such as recipient living arrangements, income and level of need would be also collected.
4. NEW INPUT FORMS: The collection of the additional data needed for the conversion and the authorization for producing Notices of Action will require the use of a new turnaround form known as the IHSS Recipient Eligibility Update Form. This form shall replace the SOC 311 that is currently being used in the Payrolling System. The contractor will be required to produce and deliver the form to the counties within 48 hours (excluding weekends and state observed holidays) after receipt of CWD-initiated changes. The form will have printed on it the most current data that is on file. Paper counties will deliver the new forms to the contractor for input, while CRT counties will directly enter data via on-line capability.

Implementation of the new IHSS Recipient Eligibility Update Form also requires the need for an IHSS Provider Update Form. The Provider Update Form is also a turnaround document which the contractor is expected to produce and deliver within 48 hours (excluding weekends and state-observed holidays) after receipt of CWD initiated changes. The form will have printed on it the most current data that is on file. As with the Recipient Eligibility Update Form, paper counties will deliver the form to the contractor for input, while CRT counties will directly enter via on-line capability.

5. ADDITIONAL REPORTS: The following is a brief description of the additional reports and tapes that will be generated by the system. All reports with the exception of Service Assessment Summary are effective the date of implementation.

A. Authorization Due Listing:

The purpose of the report is to notify social workers of recipients whose eligibility authorization is due to expire the following month. This listing will be a recipient alpha listing by social worker sort. It will include the recipient number, name of recipient, social worker number, district office and the authorized time segments. The report will be generated after the second checkwrite cycle of the month.

B. Overdue Authorization Listing:

The purpose of the report is to notify social workers of recipients whose eligibility authorization has expired and may need to be updated. It will include the recipient number and name, social worker number, district office, and the overdue authorized time segment. The report will be generated after the second checkwrite cycle of the month.

C. Warning Message Alert Listing:

This report shall be produced at each checkwrite at county request with the "Purge Messages" from the current Recipient/Provider Eligibility Report and "Pay Voucher Messages" from the current County Payment Voucher Report. Report sort shall be by county, district office, social worker in recipient alpha order.

D. Service Assessment Summary Report:

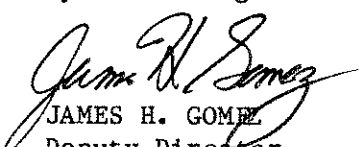
This report shall be generated one time per month following the last arrears checkwrite of the month. Cases, hours, and dollars authorized for services in a given month are summarized by service category. The report provides a cumulative monthly history for the year. Also noted in the report are the number of cases receiving nonessential services and domestic services only. This report can be used by the counties to monitor authorization activities and to identify cutback areas if necessary.

E. Provider Listing Tape:

The new vendor will make available at county request a magnetic tape which has the capability of county computer interface of the Provider Alpha Listing.

Bidders who wish to contact County Welfare Offices must arrange such contacts with the State Department of Social Services.

If there are any fiscal, programmatic or legislative changes that affect the bid we will inform you of those changes. Questions concerning the Invitation for Bid, enhancements to the Payrolling Systems or the conversion to a Case Management, Information and Payrolling System should be directed to your IHSS Systems Management Consultant at (916) 323-0270.


JAMES H. GOMEZ
Deputy Director
Administration